

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0692

FLSA: Non-Exempt

CLASSIFICATION TITLE: CARPENTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled work functions associated with the construction of wood, concrete and steel structures, construction/repair of buildings, streets, furniture and equipment, and other woodworking projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction to assigned workers; assists in coordinating, assigning, and monitoring work activities; monitors status of work in progress; provides training as needed.

Constructs various wood, concrete, and steel structures; repairs, refinishes and installs cabinetry, furniture and structural woodwork.

Performs various skilled, semi-skilled, and manual work functions associated with department projects, such as designing cabinetry, laying out and assembling cabinetry, building/assembling furniture/equipment, remodeling offices, constructing building frames, erecting concrete forms, pouring/finishing concrete, installing steel reinforcement within poured concrete, busting concrete/rock, repairing areas in side manholes, welding/fabricating metal components, and lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, trailer, radial arm saw, table saw, concrete saw, drill press, wood planer, wood shaper, compressor, jackhammer, scaffolding, jigs, torch, grinder, carpenter tools, mechanic tools, and drafting instruments.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Transports, loads and unloads various equipment and materials used in projects.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates requests for new or replacement materials.

Reads and interprets maps, diagrams and blueprints.

Prepares or completes various forms, correspondence, reports, lists, requisitions, diagrams, worksheets, and other documents.

Receives various forms, reports, work orders, maps, blueprints, diagrams, specifications, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, engineers, vendors/suppliers, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in carpentry; supplemented by three (3) to five (5) years previous experience and/or training that includes carpentry and general building/street construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.